

# Frequently Asked Questions

## **Reinstatement Applications**

### **1. What does administrative dissolution mean?**

When an entity fails to timely file an annual report, fails to maintain a registered agent, its duration expires or in several other situations, the Secretary of State may administratively dissolve that entity. The Secretary's authority to do so is granted by statute, and upon dissolution, an entity may no longer carry on its business other than to wind up, liquidate and pay off its creditors. An entity may apply to have an administrative dissolution rescinded, and become reinstated, by requesting a "reinstatement application" from the Secretary of State and complying with the requirements set forth in the application.

### **2. How does administrative dissolution occur?**

In most instances, a corporation is administratively dissolved because it failed to file its annual registration with the Secretary of State. This often occurs because the corporation is "out of business." But it is also very common that the corporation moved its offices, the Secretary of State was not notified of the change, and the corporation's annual registration form was not forwarded to the new address. Many times the annual registration is not filed simply due to an oversight.

### **3. How does an administratively dissolved corporation "fix" the problem?**

A domestic corporation that is administratively dissolved may reinstate by requesting an application to reinstate. This is done by downloading from our website: [www.gacorporations.org](http://www.gacorporations.org), the Request for Reinstatement Application Form. This form is completed and faxed to number listed at top of application request form. Please note that only domestic entities can reinstate. A foreign entity whose authority has been revoked, must re-qualify by submitting a new Application for A Certificate of Authority.

### **4. How long does it take to get application form?**

Once the application has been received by our office, please allow 10-15 business days (turn-around time is subject to volume) from the date of receipt in our office for the actual application to be mailed to you.

**5. Is there a way to get application form sooner?**

Yes. If the current wait time is not feasible the Request For Reinstatement Application and final processing can be “expedited” for an additional \$100.00 filing fee. Please contact our customer service group for more information. Please note that to ensure quality and validity, addition information may be requested at the time of application.

**6. Should I come to your office?**

You may come into the office, however, depending on additional required information, this may delay the process further.

**7. How long does the “expedited” process take?**

The expedited process for reinstating an administratively dissolved entity can take one to three business days.

**8. If I choose not to expedite the process, how long will process take?**

If process is not expedited the application will be mailed to you within the allotted time. Once you receive application and it has been submitted with required fees, the processing time should be within 7 to 10 business days.